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# **PROGRAM COLLABORATION WITH THE NATIONAL ASSEMBLY: PROPOSED APPROACH**

**GOVERNANCE FOR INCLUSIVE GROWTH (USAID/GIG)**

**May 26, 2014**

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Picture on Cover:

National Assembly House (under construction); photograph taken from Bauer Asia Pacific Network

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<b>Contractor Name:</b>	Chemonics International Inc.
<b>COR Name:</b>	Todd Hamner
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<b>Author Name:</b>	Margarita R Seminario
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## ACRONYMS –

CSO	Civil Society Organization
GIG	Governance for Inclusive Growth Program
ILS	Institute for Legislative Studies
LRP	Legislative Research Program
M&E	Monitoring and Evaluation
MOF	Ministry of Finance
MOIT	Ministry of Industry and Trade
MOJ	Ministry of Justice
MOLISA	Ministry of Labor, Invalids, and Social Affairs
MPI	Ministry of Planning and Investment
NA	National Assembly
NASC	National Assembly Standing Committee
OOG	Office of the Government
PMU	Project Management Unit
PPP	Public-Private Partnership
RIA	Regulatory Impact Assessment
SAV	State Audit Office of Vietnam
TPLC	The Public Law Center at Tulane University
TPP	Trans-Pacific Partnership
VCCI	Vietnam Chamber of Commerce and Industry
VJA	Vietnam Journalists' Association
VWU	Vietnam Women's Union

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## EXECUTIVE SUMMARY

Vietnam is a middle income country that has climbed the ladder of the Millennium Development Goals and has made great strides towards industrialization and integration into a global economy. The transition from central planning to a market economy started in 1986 with the Đổi Mới reforms and is much advanced, but it is not yet complete. To be successful, Vietnam has to tackle core challenges, including modernizing, strengthening, and developing public institutions, including the Vietnam National Assembly (NA). Some of the challenges to advance this objective consist of better access to adequate information; putting in place mandates and supporting them with processes, tools, and guidelines for more effective internal operations; leveraging external partnerships to contribute to inclusive policymaking; and, investing in capacity building and appropriately tailored technical solutions. Further, in order to be successful, the NA requires a constitutional blueprint with principles that lend themselves to institutional renovation in the Legislative branch and facilitate rule of law, accountability, transparency, and oversight; leadership and political will; and well-targeted and timely international technical collaboration.

The recent constitutional reform spelled out the framework for a new economic model and articulates the leadership's vision, direction, and political will.<sup>1</sup> Some of the reform priorities are highlighted in the 2014 Prime Minister's New Year's speech. These include competitiveness and business environment, rule of law, accountability, and transparency.<sup>2</sup> Together, they contribute to developing an environment where private and public sectors come together to advance inclusive policies and policy making processes that facilitate the integration of groups such as women, ethnic minorities, and vulnerable populations – these are, in fact, the objectives and the spirit of the Governance for Inclusive Growth Program (the “Program”).

The NA is probably the most important of the six GIG Program partners in developing a transparent legal and regulatory framework, overseeing the Government to enhance accountability of public institutions, and in ensuring inclusive growth. It has well-defined, formal powers that provide the constitutional basis for greater independence and a real opportunity to play a more substantive role. The Program, in partnership with the NA, is well positioned to advance stand-alone technical collaboration and capacity building activities to advance Program results. In tandem, the NA is positioned to work with the Program and other international donors to craft and strengthen the institution's building blocks, develop in-house capacity, and develop partnerships for more inclusive policy and policy-making processes.

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<sup>1</sup> The State Audit is stated to be “independent” (Article 118) and the National Assembly Committees are empowered to call on senior public officials to hearings (Article 77). The new Constitution also lays a stronger foundation for a more democratic and equitable society with a fuller recognition of human rights (Articles 19, 34, 41-43) and gender equality (Article 26). Transparency and accountability in policy development and use of public resources are also stated more clearly (Articles 28 and 55).

<sup>2</sup> Prime Minister Nguyen Tan Dung, “Prime Minister Message for 2014: Building institution, promoting democracy to realize the plan for 2014 and lay the foundation for fast and sustainable growth”, Government portal, January 1, 2014



The upshot of this approach is that it enables both greater agility in Program implementation and supports legislative modernization and strengthening. It positions the NA to carry out its constitutional mandates and more effectively engage with the private and public sectors to advance more inclusive policies and more actively take into consideration the voices of citizens.

This report applies a legislative development lens to the Program to propose a roadmap for technical collaboration with the NA that contains a rationale for recommendations and a suggested approach for a working partnership within the scope and expected results framework of the Program. It seeks to take into consideration Vietnam's unique context and articulates program activities in a one party system and with a legislature that, for the most part, does not have the ability to initiate or draft legislation. It does, however, review legislation and conduct oversight activities and therefore activities proposed center primarily on the legislative oversight function.

Legislative oversight is a means for holding the government accountable for its actions and ensuring that it implements policies in accordance with the laws and budget passed by the legislature. Effective oversight is conducted to ensure transparency and openness; encourage a policy making environment where actions of government are debated and receive public input; scrutinize government policies to ensure they have been implemented adequately and have obtained the desired impact; scrutinize public officials and their actions; provide for financial accountability, highlighting the areas where there is waste in publicly-funded services, seeking effectiveness and efficiency of government expenditure, and upholding the rule of law; and contribute to monitoring policies to ensure citizens' rights are protected within the framework of the Constitution.

Specifically, the Program is positioned to strengthen the oversight function of the NA by:

- Supporting legal reforms to advance oversight with mechanisms that enhance institutional transparency, accountability, and capacity to conduct oversight;
- Develop and strengthen processes that contribute to an enabling environment where private and public sectors advance inclusive policies and policy making processes;
- Develop and strengthen processes and practices to increase participation and inclusion of groups such as women, ethnic minorities and vulnerable populations; and
- Empower members and staff to conduct effective oversight.

The proposed implementation approach – focusing on legislative modernization and strengthening -- contributes to Program legacy by moving forward quality implementing legislation for the Trans-Pacific Partnership (TPP) and other laws that will strengthen the rule of law in Vietnam as well as significantly strengthening the NA's ability to perform legislative oversight and law implementation more effectively.



In summary, the constitutional and institutional framework, the political will, and the Governance for Inclusive Growth Program are in place and will continue to be there -- the table is set. At this point, the results are contingent, for the most part, on establishing a partnership and collaboration framework with the NA and bringing to the table resourcefulness, flexibility, and responsiveness to generate new paradigms of legislative performance where private and public sectors come together to advance inclusive policies and policy making processes that facilitate the integration of groups such as women, ethnic minorities and vulnerable populations.

## **COLLABORATION WITH THE NATIONAL ASSEMBLY: PROPOSED APPROACH AND OPPORTUNITY**

The objective of this consultancy has been to apply a legislative strengthening lens to the USAID-funded Governance for Inclusive Growth Program (the Program) to propose a roadmap for collaboration with the NA that contains a rationale for specific recommendations and a suggested approach for a working partnership with the NA. Further, to explain how the proposed implementation approach, legislative modernization and strengthening translates into Program legacy by moving forward quality legislation and significantly strengthening the NA's ability to perform legislative oversight. The recommendations in this report are the outcome of a review of the legal framework, structure, and organization of the NA; review of Program documents including proposal, contract, and work plan; review requests from the NA; and, consultation with NA staff, USAID Vietnam, Program staff and stakeholders such as Vietnam Chamber of Commerce and Industry, Vietnam Union of Science and Technology, and UNDP.

### **General Overview and Context**

The intent of the Program is to develop an enabling environment where the public sector, non-government actors and the private and public sectors come together to advance inclusive policies and policy-making processes by improving the regulatory environment and strengthening oversight, performance management and other accountability mechanisms in public institutions while encouraging and increasing participation and inclusion of groups such as women, ethnic minorities, and vulnerable populations.

Vietnam has made significant progress toward establishing more of a market-oriented economy and in improving the organization and operations of the state institutions. The NA is recognized by the Constitution as the “highest organ of state power.” It has well-defined formal powers that provide a constitutional basis for greater independence and an opportunity for the parliament to play a more substantive role in oversight over policymaking and implementation of government programs and accountability. The pattern over the past few years is that the NA has become more active in government affairs and has continued to expand this role under its mandate.

The Program scope creates an opportunity to articulate an implementation approach that contributes to legislative modernization and strengthening results by providing targeted technical assistance and capacity building to support the NA to craft the institutional building blocks, develop the in-house capacity and practices, and encourage partnerships that support enabling an inclusive policy environment. Further, this approach will facilitate the NA serving as the key player to convene policy dialogue, as knowledge broker, and will strengthen the institution to handle professionally and effectively the heavy workload and responsibilities that come about as a result of the overhaul of the legal framework and contribute to institutionalizing processes to that strengthen the oversight function and encourages citizen engagement and inclusion.

## The Approach: Partnership to Achieve Program Results

The proposed partnership approach between the Program and the NA is based on at least four elements being in place in order for it to be successful:

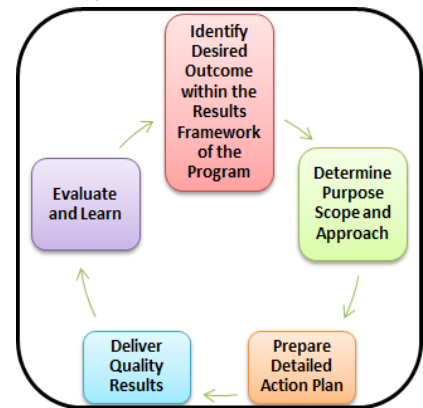
- Obtain clarity of purpose;
- Have in place collaboration guidelines;
- Observe internationally recognized guidelines and good practices; and
- Leverage Program activities to advance strategic Program activities that advance priority Program results and legislative modernization and strengthening.

Clarity of Purpose: A working partnership with the NA that includes a well-targeted legislative modernization and strengthening component will serve at least three distinct purposes:

- Contribute to enhancing the NA capacity to advance strategic policy priorities;
- Contribute to developing and strengthening the legislature's internal institutional capacity to perform its constitutional mandates; and
- Increasing the participation of groups such as women, ethnic minorities and vulnerable populations in contributing to developing more inclusive public policy.

Proposed Collaboration Guidelines: A legislative modernization and strengthening focus will require close collaboration with the NA in a systematic approach that includes collectively drafting and developing an activity agreement. Some of the elements may include:

- Working together to identify and determine the desired outcome of the activity within the program framework, specifying expected result, key result area, and whether it is found in the Program's work plan;
- Preparing a concept piece or justification summary that includes the purpose of the activity, the scope, and the approach to achieve outcome;
- Drafting an action plan that contains a timetable and identifies activity milestones, key responsible parties and their tasks, communication strategy, NA cost share including location for events, etc.;
- Delivering results in the form of quality technical assistance that contributes to improved processes and products focused on capacity building; and
- Evaluate activities through systematic and routine collection of information that will contribute to accounting for the resources use and results obtained, collective learning from the experience, and making more informed decisions in future activities and programming.



Observe internationally recognized guidelines and good practices: In addition to clarity of purpose, a systemic approach, in order to have a successful and sustainable contribution the Program and the NA need to have in place and observe “*rules of the game*” for collaboration. Some of these rules are found in internationally recognized legislative modernization and strengthening good practices and contribute to more actionable strategies and approaches.

Suggested international practices and proposed guidelines to identify, design, and develop, and evaluate activities that will have a legislative modernization and strengthening effect within the framework of the Program include:

- Identify activities in response to internal demand within Program scope results
- Be mindful of sequencing and the natural rhythms of the legislature (e.g. recess, etc.)
- Invest in nuts and bolts – ICT in parliaments is the backbone for modernization
- Develop a participative approach and follow systematic method for Program activities
- Develop local expertise and support regional cooperation
- Encourage South-South technical collaboration by sharing best practices from Vietnam
- Encourage inter-parliamentary collaboration and participation in international forums
- Strengthen inter-institutional relation with ministries and the State Audit of Vietnam
- Foster political will with the Communist Party of Vietnam leadership and apparatus to advance specific parliamentary reforms and a parliamentary strengthening process
- Develop and strengthen citizen outreach function of the legislature and relation with media
- Coordinate with donors to observe effectiveness (Paris Declaration of Aid Effectiveness)
- Take into account in-country context including political, economic, cultural, etc. systems
- Domestic elements of foreign models when they are useful, do not transplant models
- Involve parliamentary staff and leadership in decision making at multiple stages
- Focus on developing building blocks and advancing specific issues (e.g. budget oversight)
- Provide accompaniment and support to building professional capacity and relationships
- Seek to obtain tangible measurable results that benefit multiple constituencies
- Encourage increased participation and inclusion of groups such as women, ethnic minorities and vulnerable populations in the policymaking process

Leverage Program activities to advance strategic policy priorities and legislative modernization and strengthening results and in so doing, follow an approach that enables greater agility in Program implementation while at the same time supports strengthening the institutional capacity of the NA to carry out its constitutional mandates and, more effectively, engage with the private and public sectors to advance more inclusive policies, and more actively take into consideration the voices of citizens and encourage increased participation and inclusion of groups such as women, ethnic minorities and vulnerable populations – which is, in fact, the spirit, goals, and objectives of the Governance for Economic Growth Program.

The proposed partnership approach between the Program and the NA will yield specific, timely, and quality results that will leverage Program activities to advance Program activities that advance priority Program results and legislative modernization and strengthening.

## The Framework: Applying a Legislative Modernization and Strengthening Lens

There are at least three factors that are already in place in the Program scope and expected results that contribute to an effective legislative modernization and strengthening framework. These include:

- Responds to the country's socio- economic system in which the legislature operates;
- Encourages local ownership and engagement of internal and external stakeholders; and
- Focuses on outcomes based on nationally identified objectives.

Within the above framework, the individual Program activities that advance legislative modernization and strengthening fall under the following three categories:

- Law-specific, conduct activities that seek to advance priority policy results
- Internal, craft the building blocks and develop in-house capacity
- External, *strengthen partnerships for more inclusive policymaking*

Placing Program activities in these categories does not decrease or increase their relevance or importance in the Program scheme. It simply applies a legislative strengthening lens and helps focus the Program implementation of specific activities on the “*how*” or the approach and seeks to support both advancing in a more agile manner sustainable desired Program results such as transparency, oversight, and accountability while at the same time contributing to legislative modernization, strengthening and development of the NA.

Program activities with the NA contain mutually reinforcing outputs that contribute to advance high priority policy results and legislative modernization and strengthening including:

- Moving forward a comprehensive overhaul of the legal framework;
- Establishing mechanisms that strengthen transparency, oversight and accountability;
- Developing and strengthening processes and practices to increase participation and inclusion of groups such as women, ethnic minorities and vulnerable populations; and
- Developing and strengthening processes that contribute to an enabling environment where private and public sectors advance inclusive policies and policy making processes.

The Program scope creates an opportunity to articulate an implementation approach that contributes to legislative modernization and strengthening results by providing targeted technical assistance and capacity building to support the NA to craft the institutional building blocks, develop the in-house capacity and practices, and encourage partnerships that support enabling an inclusive policy environment.

Further, this approach will position the NA to handle professionally and effectively the heavy workload and responsibilities that come about as a result of the overhaul of the legal framework and contribute to institutionalizing processes to that strengthen the oversight function and encourage citizen engagement and inclusion through *Stand-Alone* activities.

Stand-Alone Program Activities seek to advance specific Program results that are consistent with the priorities of Vietnam, are primarily based on the request of the counterparts, and includes activities with committees including Foreign Affairs, Budget and Finance, Economic Affairs, Law, the Judiciary, Social Affairs; and activities with support services (defined as services that enable the work of the MPs, including both parliamentary and administrative services), including with People's Complaint and Petitions Commission, Ethnic Council and Institute for Legislative Studies.

With the Committees, the proposed technical collaboration and capacity building seeks to:

- Collaborate on specific legislation that supports Program goals (e.g. TPP implementation, Law on Laws, State Budget Law, Law on the National Assembly);
- Increase understanding of policy matters that fall under the scope of the Program;
- Increase information and understanding of comparative experiences and practices; and
- Support strengthening specific aspects of committee operations tailored to advance their individual oversight mandates including: tools, methods, processes and practices and that are accompanied by tailored capacity building activities.

The rationale for providing committee support is alignment with the GIG Program scope and results; clear and legitimate mandate of the roles and functions; and MP and staff leadership.

The activities with committees fall under four mutually reinforcing categories that contribute to enhancing and strengthening committee operations:

- A university-based Parliamentary Law and Practices Program
- Committee-specific tools, methods and practices
- Technical, policy or sector specific, collaboration to draft individual legislation
- Information dissemination and specialized capacity building activities

A university-based Parliamentary Law and Practices Program designed and developed with, for example, the Hanoi Law University will institutionalize general committee support and legislative strengthening. Some of the proposed modules include:

- The history and constitutional framework and functions of the NA;
- Lawmaking and tools for legal and legislative review;
- Oversight and tools for legislative oversight;
- Comparative parliamentary systems and practices;
- Inclusion in public policy and policy making;
- Inter-institutional relations ministries and government agencies; and
- Effective liaising with social groups, the media, and international organizations.



The Committee-Specific Tools, Methods, and Practices seek to advance the Committee's lawmaking and oversight functions and focus on identifying, developing and tailoring tools, methods, and processes specific to the committee's mandates.

The Program will provide technical assistance and complementary capacity building to respond to the specific suggestions identified in meetings with Committee staff and Members, including:

- Strengthen ability to draft and propose amendments and draft individual Member's bills;
- Develop ability to review reports provided to the NA by government agencies;
- Strengthen ability to conduct constitutional review of proposed legislation;
- Develop ability to produce fiscal notes ("soft" fiscal impact reports) on proposed legislation;
- Develop ability to conduct regulatory impact assessments;
- Develop ability to conduct gender impact analysis; and
- Develop public consultation mechanisms in the NA and outside Hanoi.

Technical, policy or sector specific, collaboration to draft individual legislation will center on activities that will be identified with the individual committee on a case-by-case basis and as the result of local context needs and the Program's ability to position an adequate response.

Illustrative activities include:

- Seminars for MPs and staff to increase information and knowledge on a specific policy
- Direct technical collaboration in drafting specific legislation, such as:
  - To implement the new Constitution
  - To advance the implementation of the TPP
  - Revision of Law on the Organization of the National Assembly

Information dissemination and specialized capacity building activities will be identified with the individual committees, will probably bring to play other government agencies and Branches of government, and will seek to target specific subjects on a case-by-case basis. Illustrative activities include:

- Sponsor individual speakers for the Spring Economic Forum
- Conduct consultations around the Spring Assembly of the Inter-Parliamentary Union
- Participate in the Tulane University International Legislative Drafting Institute
- Develop Summer Seminar for Young policy makers, focusing on the policy making environment inside and outside the NA (policy cluster approach)
- Design and develop a Hanoi-based Drafting Institute with Tulane, focusing on bill drafting
- Design and accompany international observational study tours (funded by the NA)
- Facilitate peer-to-peer exchanges with Members and staff of the US Congress



The second group of Program activities falls under stand-alone Program activities and focuses on support services that report directly to the Standing Committee. Specifically, these include providing targeted technical assistance to strengthen internal processes and operations; supporting research and studies; and conducting workshops or seminars to strengthen internal capacity.

The NA partners that fall under this category include:

- The Public Petitions and Complaints Commission;
- The Ethnic Council; and
- The Institute for Legislative Studies (ILS).

The rationale for providing non-committee specific stand-alone program activities is alignment with the GIG Program scope and results; scope is within their mandate; and staff leadership.

The activities with the Public Petitions and Complaints Commission will seek to advance their mandate by strengthening its internal capacity through:

- Development of an IT application, in collaboration with the Information Technology Department of the ONA, to support the life cycle of a petition or complaint made by a citizen and to facilitate automatic reports of regional representative offices
- Utilization of the data produced with the IT application to:
  - Produce quality quarterly reports for the NA Members and leadership
  - Produce reports for MPs for their field hearings prior to start of session
  - Strengthen the quality of the Commission's quarterly bulletin
  - Provide MPs individualized reports so they can oversee specific actions
- Conduct seminar for MPs on the roles and functions of the Commission and its ombudsman-type function as an oversight mechanism
- Explore the possibility of developing an internship program with university students to support the field hearings prior to the start of the NA session

The activities with the Ethnic Council will seek to inform the lawmaking process of specific legislation dealing with ethnic issues and to supervise the implementation of ethnic policies, and make suggestions to government programs for socio-economic development in the mountainous regions and regions populated by ethnic minority peoples. Specific will be targeted on a case by case basis and in collaboration with the Council.

The activities with the Institute for Legislative Studies will support targeted in-depth research on key policy issues such as state budget preparation, the legal framework of elections, and others to be defined between the Program and the ILS. In addition, the Program will seek to support and develop and strengthen the recently acquired bill drafting mandate of the ILS.



The second large group of activities includes Internal, Institutional Strengthening Activities; these seek to craft the building blocks and develop in-house capacity of the NA and contain mutually reinforcing outputs that contribute to advancing both Program results to:

- Establish mechanisms that strengthen transparency, oversight and accountability;
- Develop and strengthen processes that contribute to an enabling environment where private and public sectors advance inclusive policies and policy making processes; and
- Develop and strengthen processes and practices to increase participation and inclusion of groups such as women, ethnic minorities and vulnerable populations.

Internal, institutional strengthening activities represent the operational backbone of the NA and may be clustered under the Office of the National Assembly; these include collaboration with the following departments, in order of priority:

- Oversight Support Department;
- Information Technology Department;
- Information Department;
- Library Department; and
- Training Center for Elected Representatives.

The rationale for most of the activities is based on the following elements: responds to the scope and expected results of the GIG Program; clear and legitimate mandate of the roles and functions of the department; and Department staff leadership.

The activities with the Office of the National Assembly are tailored to advance their individual mandates and to modernize and strengthen the operations of the NA in order to develop the NA's ability to perform its lawmaking and oversight mandates. Some of these building blocks include developing/upgrading: tools, methods, processes and practices and are usually accompanied with capacity building activities and information dissemination strategies.

In order to visualize Program implementation, below please find, organized per department under the ONA, illustrative individual milestones that contribute to activities and Program results.

Office of the National Assembly Strengthening Program																	
ONA – Oversight Support Department – August 2014-December 2015																	
Activity Description	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Develop activity plan with the Oversight Support Department	X	X															
Support review rules developed for all oversight mechanisms and support finalizing the rules		X	X	X	X												
Prepare a timeline that prioritizes development of guidance and formats for oversight mechanisms			X	X													
Develop accompanying guidance and develop formats for each one of the oversight mechanisms (e.g. prioritize hearings, oversight mission and question and answer session)			X	X	X	X	X	X									
Prepare guidance packages on the oversight activities tailored to audiences such as Ethnic Council, NA’s Standing Committee, deputies, regional delegations, etc.					X	X	X	X	X	X							
Support development of site within the NA website on oversight activity - <i>in coordination with the Information and IT Department</i>			X	X	X	X	X	X									
Support a comparative study on oversight mechanisms to be used to support curricula for a course for MPs on “Legal Framework, Tools and Mechanism for Effective Legislative Oversight” that will serve the Library as pilot for reference material report writing- <i>in coordination with the Library</i>				X	X	X	X										
Support development of curricula for a course for MPs “Legal Framework, Tools and Mechanism for Effective Legislative Oversight” ( <i>in coordination with the Training Center for Elected Representatives</i> )						X	X	X	X								
Conduct a course for MPs on “Legal Framework, Tools and Mechanism for Effective Legislative Oversight” - in coordination with the Training Center for Elected Representatives												X					
Support development of seminar for press on Oversight and Ethics ( <i>in coordination with the Information Department</i> )										X	X						
Conduct seminar for the press on oversight and the role of the department ( <i>in coordination with Information Department</i> )												X					
Conduct seminar for MPs on oversight and the role of the department - in coordination with the Training Center												X					
Develop a work plan to support Committee Oversight Operations							X	X	X								
Develop a work plan with the department to support committee oversight support operations with the Standing Committees and on Budget and Finance, Law, and the Judiciary; the People’s Petition and Complaints Commission; and the Ethnic Affairs Commission							X	X	X								
ONA – Information Technology Department – August 2014-December 2015																	
Activity Description	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Develop activity plan with IT Department	X	X															
Conduct/update a gap assessment of ITC of the NA (emphasize on the capture, report and publish parliamentary proceedings online and harmonizing intranets into common platform)		X	X	X													
Upgrade <a href="http://www.duthaonline.vn">www.duthaonline.vn</a>		X	X	X	X	X	X	X									
Design and develop database for Public Petitions and Complaints Commission				X	X	X	X	X	X	X							
Design and develop oversight department webpage			X	X													
Design and Develop Library site to serve as a “virtual library reference desk” for MPs				X	X	X	X	X	X	X							
Design “aps” for tablets showcasing parliamentary information									X	X	X	X	X				



Support internal training programs for staff on Cisco standards																			
Support design of information programs for public																			
Contribute to guides and manuals for the applications								X	X	X	X	X	X	X	X	X			
<b>ONA – Information Department –August 2014-December 2015</b>																			
<b>Activity Description</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>		
Develop activity plan	X	X																	
Provide information on comparative practices in subjects of interest including: guidelines for professional journalism, youth parliament programs, other	X	X	X																
Support develop of public information plan by identifying and leveraging existing information			X	X	X														
Design a course for journalists on information available for them and reporting on the NA									X	X									
Design material for journalists and disseminate it (example: glossary of parliamentary terms, frequently asked questions on finding parliamentary records, etc.)			X	X	X														
Support orientation of journalists in the new NA building									X	X									
Design training on media relations and writing press releases									X	X									
Conduct orientation for journalists on covering the IPU Assembly										X									
Design youth parliament model						X	X	X											
Support design Youth Parliament 2016																	X	X	
<b>ONA – Library Department – August 2014-December 2015</b>																			
<b>Activity Description</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>		
Develop activity plan between Program and Library	X	X																	
Provide information on comparative practices in subjects of interest including: structuring reference desks guidelines, preparing reference reports (issues on focus 2 pager, comparative research like the Law Library of the LOC)	X	X	X																
Integrate the NA of Vietnam to the Global Legal Information Network (GLIN)																			
Support the development of a joint program with the IT Department to design, develop/upgrade information technology applications specific to the Library		X	X	X															
Participate in the upgrade of www.duthaonline.vn –			X	X	X	X	X	X											
Support development of materials, like FAQs/video, for <a href="http://www.duthaonline.vn">www.duthaonline.vn</a> – in collaboration with IT Dept.					X	X	X	X											
Strengthen the reference function of the library and support the design reference desks in the new building				X	X	X	X	X											
Develop and pilot comparative reference reports methodologies					X	X	X	X	X	X									
Design and Develop Library site to serve as a “virtual library reference desk” for MPs – in collaboration with IT Dept.				X	X	X	X	X	X	X	X	X	X	X					
Support development of materials, like FAQs/video, for virtual library– in collaboration with IT Dept.								X	X	X	X								

ONA – Training Center for Elected Representatives Department – August 2014-December 2015																	
Activity Description	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Develop activity plan between Program and Center	X	X															
Support development of a course curricula for MPs on the oversight function				X	X	X											
Support development of a course curricula for MPs on the oversight function											X	X					
Evaluate joint venture with Program to serve as academic mentors for the development of the “Policy Fellows Course” and use the content/materials of the modules to design new courses for MPs																	

## Conclusion

Placing a legislative development lens on the Program we obtain a roadmap for technical collaboration with the NA that contains a rationale for specific recommendations and a suggested approach for the Program working partnership with the NA within the scope and the contractual framework of the Program. Further, this proposed implementation approach -- legislative modernization and strengthening -- contributes to Program legacy by moving forward priority policy reforms, including TPP implementing legislation and by significantly strengthening the NA’s ability to perform legislative oversight of sectors and law implementation more effectively.

In terms of the NA’s increased ability to conduct legislative oversight, the Program results support developing a transparent legal and regulatory framework, overseeing the Government to enhance accountability of public institutions, and ensuring inclusive economic growth by:

- Supporting legal reforms to advance oversight with mechanisms that enhance institutional transparency, accountability and capacity to conduct oversight;
- Develop and strengthen processes that contribute to an enabling environment where private and public sectors advance inclusive policies and policy making processes;
- Develop and strengthening processes and practices to increase participation and inclusion of groups such as women, ethnic minorities and vulnerable populations; and
- Empower members and staff to conduct effective oversight.

The timeframe for activities is August 2014 to December 2015; this provides June and July 2014 to conduct final consultations, receive input from local and international actors, and make adjustments. The following 17-month period provides time to make significant inroads to put in place new tools, methods, and practices to welcome new Members for the 2016 legislative term.

The constitutional framework, the political will, and the USAID-funded Governance for Inclusive Growth Program are in place to generate and strengthen paradigms of legislative performance in the NA to advance inclusive policies and policy making in Vietnam.



## **ANNEX 1 –**

### **Sample Activity Sheet**

OVERSIGHT SUPPORT DEPARTMENT OF THE OFFICE OF THE NATIONAL ASSEMBLY	
General Background	Timing - Milestones - Proposed Activities
<p><u>Result:</u> Government Oversight Processes Strengthened</p> <p><u>Goal:</u> Collaborate with the Office of the NA to establish the Oversight Support Department and strengthen its institutional capacity to perform its mandate.</p> <p><u>Department Mandate:</u></p> <ul style="list-style-type: none"> <li>- Research and provide consultations to support the leadership of Office of National Assembly (ONA) in oversight activities;</li> <li>- Support the National Assembly's Standing Committee in the instruction, harmonization and coordination of the oversight activities implemented by National Assembly's Committees; and the Ethnic Council and</li> <li>- Support the oversight activities implemented by the NA and NA's Standing Committee</li> </ul> <p><u>Department Tasks:</u></p> <ul style="list-style-type: none"> <li>- Establishment and implementation of annual oversight activities conducted by NA and NA's Standing Committee</li> <li>- Draft report on the on the oversight activities conducted by the NA, Ethnic Council, National Assembly's Standing Committee, Deputies' Delegation and NA deputies</li> <li>- Support on instruction, harmonization and cooperation of the NA's Standing Committee with the oversight activities conducted by Ethnic Council and NA's Committees</li> <li>- Support on question and answer session at the NA's sittings and between the two sittings of the N Act as focal point for the coordination to support the establishment and performance of oversight missions of the NA's Standing Committee</li> <li>- Take lead and coordinate the monitoring, urging and synthesized report on the implementation of the Resolutions, conclusions and recommendations after each oversight mission or Q&amp;A session of the NA and NA's Standing Committee.</li> <li>- Take lead and coordinate the support to guide the NA Deputies Delegations and People's Committees of the provinces and cities under direct central control to carry out the oversight over the contents upon request of the NA's Standing Committee at the locality and report the oversight results to the NA's Standing Committee.</li> <li>- Assist the leadership of the Office of the NA, within its function and mandate, in the preparation of relevant documents, synthesize information for the instruction related to oversight activities; respond to the comments and proposals of the constituents related to the oversight activities.</li> </ul>	<p><u>2014 – August</u></p> <ul style="list-style-type: none"> <li>- Develop activity agreement and activity plan</li> <li>- Review rules developed for all oversight mechanisms</li> </ul> <p><u>2014- September- December</u></p> <ul style="list-style-type: none"> <li>- Develop accompanying guidance and develop formats for each one of the oversight mechanisms (prioritize hearings, oversight mission and question and answer session)</li> <li>- Design and develop database to track oversight activities being conducted by the NA</li> <li>- Design department's quarterly bulletin on activities</li> <li>- Design department's webpage inclusive of citizen input mechanism</li> <li>- Provide guidance on design for drafting reports on the on the oversight activities conducted by the National Assembly, Ethnic Council, National Assembly's Standing Committee, Deputies' Delegation and National Assembly deputies</li> </ul> <p><u>2015-January – April</u></p> <ul style="list-style-type: none"> <li>- Publish department's bulletin on activities</li> <li>- Support the coordination of the dissemination of the bulletin to (in coordination with the Information Department) to media, organizations in society and universities)</li> <li>- Support development of page within the NA website on oversight activity (<i>in coordination with the Information Technology Department</i>)</li> <li>- Support a comparative study on oversight mechanisms (<i>in coordination with the Library</i>) to be used to support curricula for a course for MPs on "Legal Framework, Tools and Mechanism for Effective Legislative Oversight" (<i>in coordination with the Training Center for Elected Representatives</i>) and that will serve the Library as pilot for reference material report writing</li> <li>- Support development of curricula for a course for MPs "Legal Framework, Tools and Mechanism for Effective Legislative Oversight" (<i>in coordination with the Training Center for Elected Representatives</i>)</li> <li>- Support development of seminar for press on Oversight and Ethics (<i>in coordination with the Information Department</i>)</li> </ul> <p><u>2015- May – September</u></p> <ul style="list-style-type: none"> <li>- Conduct training Seminar for the press</li> <li>- Conduct seminar for MPs</li> <li>- Develop a work plan with the department to support Committee Oversight Operations</li> <li>- Develop a work plan with the department to support committee oversight support operations with the Standing Committees and on Budget and Finance, Law, and the Judiciary; the People's Petition and Complaints Commission; and the Ethnic Affairs Commission</li> </ul>



**USAID**  
FROM THE AMERICAN PEOPLE

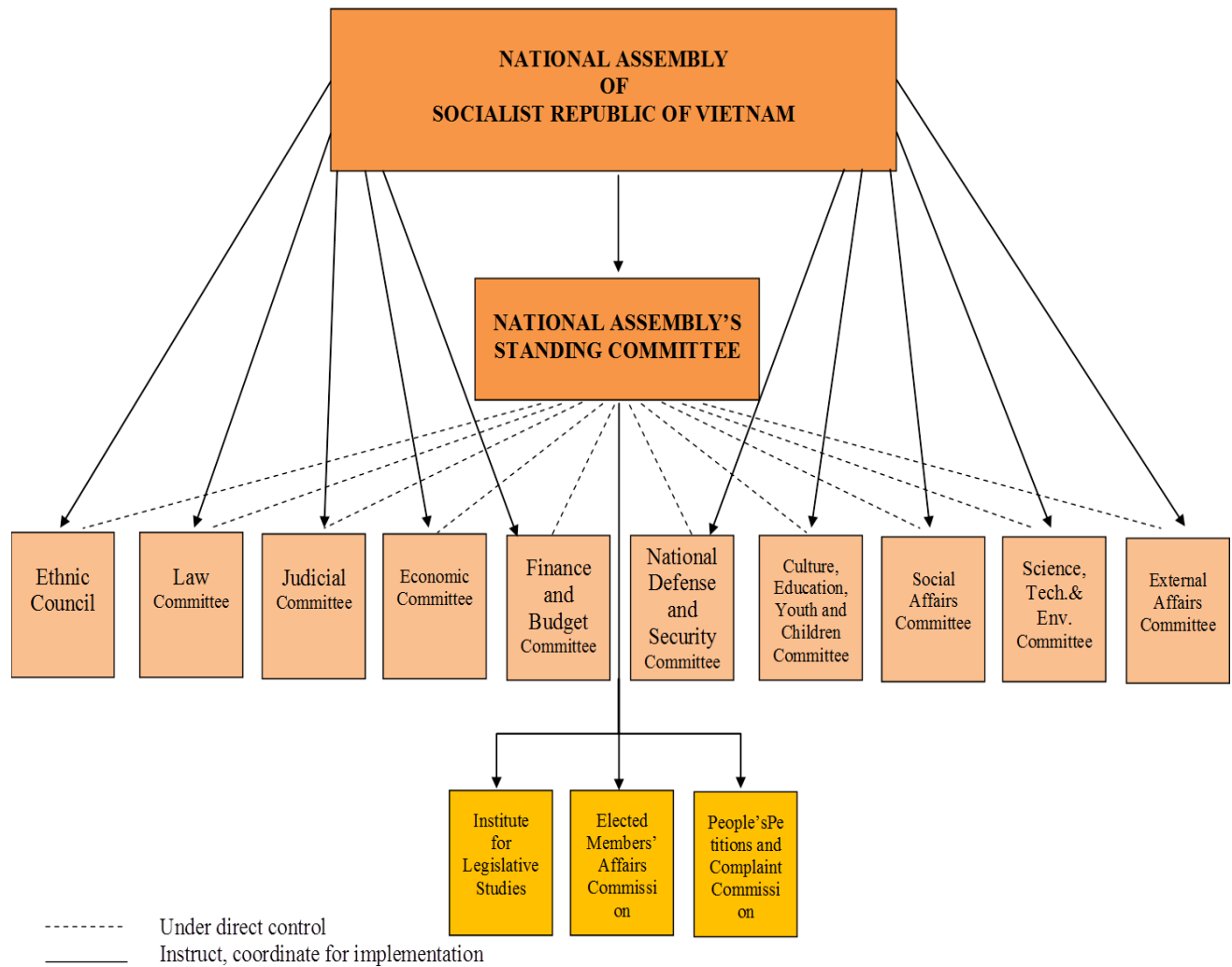
**| VIETNAM**

## **ANNEX 2 –**

### **BACKGROUND INFORMATION ON THE NA STRUCTURE**

- **STANDING COMMITTEE STRUCTURE AND FUNCTIONS**
- **COMMITTEE STRUCTURE AND MANDATES**
- **OFFICE OF THE NATIONAL ASSEMBLY DEPARTMENTS**
  - **OVERSIGHT SUPPORT DEPARTMENT**
  - **INFORMATION TECHNOLOGY DEPARTMENT**
  - **LIBRARY DEPARTMENT**
  - **LIBRARY DEPARTMENT**
  - **TRAINING CENTER FOR ELECTED REPRESENTATIVES**
- **INSTITUTE FOR LEGISLATIVE STUDIES**
- **PEOPLE’S PETITIONS AND COMPLAINTS COMMISSION**





### **The Standing Committee of the National Assembly:**

The Standing Committee of the National Assembly is the permanent body of the National Assembly.

The members of the Standing Committee of the National Assembly may not simultaneously be members of the Government. The majority of the members work on full-time basis. The terms of office correspond with the term of office of the National Assembly. When the term of the National Assembly, the Standing Committee of the National Assembly continues to work until the new National Assembly elects a new Standing Committee.

The 1992 Constitution stipulates that the Standing Committee of the National Assembly has twelve tasks and powers. Among them are the powers to announce, convene and chair the National Assembly sessions, to interpret the constitution, laws and ordinances, and to issue

ordinances on those matters assigned by the National Assembly. The Standing Committee of the National Assembly also supervises and guides the activities of the People's Councils and directs, regulates and coordinates the activities of the Ethnic Council and all Committees of the National Assembly.

### **Committee Structure and Mandates of the National Assembly of Vietnam<sup>3</sup>**

#### Committees of the National Assembly:

The Committees of the National Assembly are elected by the National Assembly. The Committees of the National Assembly study and examine bills, legislative initiatives, drafts of Ordinances and other drafts of legal documents and reports assigned by the National Assembly or the Standing Committee of the National Assembly. They provide their opinions to the National Assembly and the Standing Committee of the National Assembly on the legislative program. They supervise and conduct investigations within their competency and exercise other powers as stipulated by laws. They also make recommendations on issues relevant to their fields of activity.

The 9 Committees include:

- Committee on Law
- Committee on the Judiciary
- Committee on Economy Affairs
- Committee on Budget and Finance
- Committee on Science, Technology and Environment
- Committee on Foreign Affairs
- Committee on Security and National Defense
- Committee on Culture, Education, Youth and Teenagers
- Committee on Social Affairs

#### Detailed mandates of each NA Committees:

*The mandate of the Committee on Law includes:*

1. To examine Government's proposal on laws and ordinances development program, laws, ordinances proposal by other [competent] institutions or by member of the NA;

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<sup>3</sup> Extracted from the Law on the Amendment and Supplement of some Articles of the Organic Law of the National Assembly's<sup>2</sup>  
Nr. 83/2007/QH11 dated 02 April 2007

2. To examine projects of laws and ordinances on areas of civil and administrative issues, those on area of state organization - excluding organization of judiciary bodies; to examine other projects assigned by NA or Standing Committee of the NA (SCNA);
3. To safeguard the constitutionality, legality and consistency of the projects of laws and ordinances before their respective submission to the NA, SCNA for adoption;
4. To preside over the [joint] examination of proposals on the establishment or dissolution of ministries or ministerial agencies; proposals on new establishment, merge, division or adjustment of administrative boundaries of province or municipality directly under the central government; proposals on establishment or dissolution of special administrative-economic unit; [joint-examination of] Government's report on resolving complaints and denunciation of citizens;
5. To oversee the implementation of laws and resolutions of the NA, ordinances and resolutions of SCNA on civil or administrative affairs, on state organization - excluding that of the judiciary bodies; to oversee the operations of Governments, ministries, ministerial agencies related to areas of the Committee's mandate;
6. To oversee the normative documents issued by Government, Prime Minister, Ministers, Heads of Ministerial Agencies; inter-office normative documents issued by State Agencies at national level or between competent state agencies and the national body of socio-political organization in areas under the Committee's mandate; and
7. To recommend necessary measures to consolidate the state machinery and legal system.

*The mandates of the Committee on the Judiciary include:*

1. Examine legislative proposals on penal and penal procedural laws, civil procedural and administrative procedural laws, court verdict enforcement, judicial supplementary services, organization of judiciary bodies and other projects assigned by the National Assembly (NA) and by the Standing Committee of NA;
2. Examine Government's reports on prevention and combat against law violation and crimes, court verdict enforcement; examine performance report of the Chief of Supreme People's Court, Chief of Supreme People's Procuracy; preside over the examination of Government report on prevention and combat against corruption;
3. Oversee the implementation of laws and resolutions of NA, that of ordinances and resolutions of the Standing Committee of NA on penal and penal procedural laws, civil procedure and administrative procedure, court verdict enforcement, judicial supplementary services, organization of judiciary bodies; oversee the operation of the Government, Supreme People's Court, Supreme Peoples' Procuracy in investigation, prosecution, judgment, court verdict enforcement and judicial supplementary services;
4. Oversee the legislations and normative documents issued by Government, Prime Minister, Ministers, Heads of Ministerial Agencies, Supreme Peoples' Court, Supreme Peoples' Procuracy; inter-office normative documents issued by State Agencies at central level or

co-authored by State Agencies and Central Agencies of socio-political organization in areas under the Committee's mandate;

5. Oversee the detection and handling of corruptive practices; and
6. Recommend on matters relating to organization, operation of concerning agencies and those relating to penal, penal procedural laws, civil procedure and administrative procedure, court verdict enforcement, judicial supplementary services, organization of judiciary bodies.

*The mandate of the Committee on Economic Affairs includes:*

1. To examine draft project of laws and ordinances in governing area of economic, monetary, banking and business operation issues, and other project assigned by the National Assembly (NA);
2. To preside over the [joint-] examination of programs, projects and plan of state related to socio-economic development, and presiding over the examination of government report on implementation of socio-economic development tasks and plans;
3. To oversee the implementation of laws and resolutions issued by NA, of ordinances and resolutions issued by SCNA in areas of economic, monetary, banking management and business activities; to preside over the [joint-] oversight on Government's operation and that of ministries and ministerial agencies in implementation of socio-economic development programs, projects, State plans and that of economic, monetary and banking policies;
4. To oversee normative documents issued by Government, Prime Minister, Ministers, Heads of Ministerial Agencies; inter-office normative documents issued by competent state agencies at national level or between competent state agencies and national body of socio-political organization in areas under the Committee's mandate; and
5. To propose recommendation on matters relating to the organization and operation of concerning agencies and those relating to governance of economic, monetary, banking and business activities.

*The mandates of the Committee on Budget and Finance include:*

1. Examine legislative proposals in areas of finance and budget and other subjects assigned by the National Assembly (NA) and by the Standing Committee of the NA;
2. Preside over the examination of the State Budget Estimates, of the Central Budget Allocations and of the State Budget Balance;
3. Oversee the implementation of laws and resolutions issued by NA, the implementation of ordinances and resolutions of the Standing Committee of the NA in areas of finance and budget;

4. Oversee the operation of the Government, Ministries and Ministerial Agencies in implementing State Budget Estimates and Finance and Budget policies;
5. Oversee the legislations and normative documents issued by Government, Prime Minister, Ministers, Heads of Ministerial Agencies; inter-office normative documents issued by State Agencies at central level or co-authored by State Agencies and Central Agencies of socio-political organization in areas under the Committee's mandate;
6. Propose recommendations on matters that relate to organization and operation of concerning agencies and relate to finance and budget.

*The mandates of the Committee on Science, Technology and Environment include:*

1. To verify the bills and recommend to law; legal projects concerning the fields of science, technology and protection of the environment and ecology;
2. To supervise on the implementation of laws, NA's and NA Standing Committee's resolutions relating to the fields of science, technology and protection of the environment and ecology; to supervise on the implementation of policies on development of science, technology, protection of the environment and ecology from the nation's socio-economic plans, programs and its budget as well;
3. To propose to the National Assembly about investment policies for development of science, technology and protection of the environment and ecology.

*The mandates of the Committee on Foreign Affairs include:*

1. To verify the bills and recommend to law, legal projects relating to the fields of Nation's activities of foreign affairs, international public laws and legislature; Government's reports on activities of foreign affairs submitted to the NA;
2. To supervise on the implementation of laws, NA's and NA Standing Committee's resolutions relating to the fields of foreign affairs; to supervise on the operation of Government in implementing the nation's foreign affairs policies; foreign affairs activities of other agencies and authorities; and
3. To build up and assist the NA build up the external relationships with other nations' parliament and inter-parliamentary organizations of the world.

*The mandate of the Committee on Security and National Defense includes:*

1. To verify the bills and recommend to law; legal projects and other project in the fields of security and national defense;
2. Supervision on implementing law, decrees, resolution of the National Assembly, the NA's Standing Committee relating to the field of national defense, security, supervision on implementing the duties of security and national defense; and its budget as well; and
3. Proposal to the National Assembly about matters such as Policies for security and national defense; necessary solutions for implementing the duties and authorities of the NA and the NA's Standing Committee in the field of Security and National Defense;

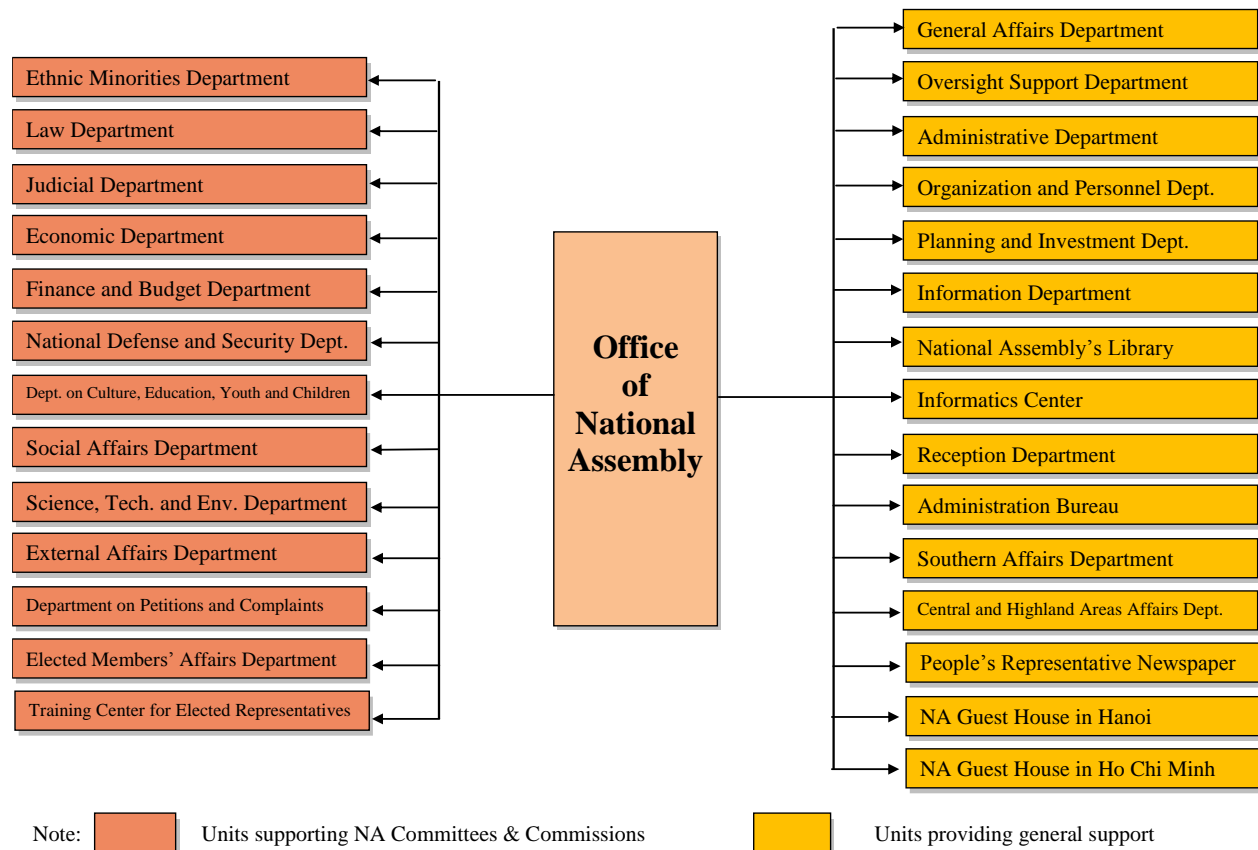
*The mandate of the Committee on Culture, Education, Youth and Teenagers includes:*

1. To verify the bills and recommend to law; legal projects and other project concerning to the fields of Culture, Education, Youth and Teenagers;
2. Supervision on implementing law, decrees, resolution of the National Assembly, the NA's Standing Committee relating to the fields of Education, Culture, Youth and Teenagers;
3. Supervision on implementing the education-culture policies in the Nation's social-economy developing plan and program;
4. Implementing these policies over Youth, Teenagers and its budget in the fields; and
5. Proposal to the National Assembly on the development matters of the Nation's Education and Culture, and as well as policies for Youth and Teenagers.

*The mandates of the Committee on Social Affairs include:*

1. To verify the bills and recommend to law; legal projects and other project relating to the fields of social affairs;
2. Supervision on implementing law, decrees, resolutions of the National Assembly, the NA's Standing Committee relating to the fields of social affairs; Supervision on implementing the social policies, the Nation's social-economy developing program, and its budget in the fields; and
3. Proposal to the National Assembly about solutions to solve social affairs at the moment.

## Office of the National Assembly –



## Office of the National Assembly - Oversight Support Department

In general terms, the roles and functions of the Oversight Support Department include:

- Research and provide consultations to support the leadership of Office of National Assembly (ONA) in oversight activities;
- Support the National Assembly's Standing Committee in the instruction, harmonization and coordination of the oversight activities implemented by the Ethnic Council and National Assembly's Committees; and
- Support the oversight activities implemented by the National Assembly and National Assembly's Standing Committee.

Some of the tasks conducted by the department include:

- Take the lead and coordinate the support on the establishment and implementation of annual oversight activities conducted by National Assembly and National Assembly's Standing Committee.

- Assess, summarize and draft report on the oversight activities conducted by the National Assembly, Ethnic Council, National Assembly's Standing Committee, Deputies' Delegation and National Assembly deputies.
- Lead and coordinate the support on instruction, harmonization and cooperation of the National Assembly's Standing Committee with the oversight activities conducted by Ethnic Council and National Assembly's Committees.
- Take lead and coordinate the support on question and answer session at the National Assembly's sittings and between the two sittings of the National Assembly
- Act as focal point for the coordination to support the establishment and performance of oversight missions of the National Assembly's Standing Committee.
- Take lead and coordinate the monitoring, urging and synthesized report on the implementation of the Resolutions, conclusions and recommendations after each oversight mission or Q&A session of the National Assembly and National Assembly's Standing Committee.
- Take lead and coordinate the support to guide the National Assembly Deputies Delegations and People's Committees of the provinces and cities under direct central control to carry out the oversight over the contents upon request of the National Assembly's Standing Committee at the locality and report the oversight results to the National Assembly's Standing Committee.
- Assist the leadership of the Office of the National Assembly, within its function and mandate, in the preparation of relevant documents, synthesize information for the instruction related to oversight activities; respond to the comments and proposals of the constituents related to the oversight activities.

***Office of the National Assembly – Information Technology Department***

1. IT Center mandates are to research, provide consultation, management and organization of IT and communications application to support the activities of NA, NASC, Ethnic Council, NA Committees, Commissions under NASC and ONA.
2. IT Center will:
  - Provide consultation on strategy and uniformly manage the application and development of IT to serve NA activities
  - Establish, develop, maintain and administer the computer network and communications infrastructure/facilities of the NA
  - Manage, maintain and develop technical system, software and ensure the security and safety for the internal network of ONA and NA Portal.
  - Establish, manage, maintain and develop database system and application software to serve NA, NA agencies, agencies under NASC and ONA.
  - Manage, maintain, develop and update information in the internal network of ONA; receive and provide e-documents for NA agencies, MPs and MP delegations.



- Records and transfer the messages from audio into texts at NA sessions, meetings of NASC, meetings of full-time MPs and other meetings or workshops as requested by leaders of ONA.
  - Disseminate the IT application to NA agencies, Commissions under NASC and ONA.
  - Coordinate in international cooperation related to IT development to serve the NA activities.
3. IT Center includes following divisions:
- Computer technique division
  - Intranet division
  - Electronic data division

### ***Office of the National Assembly – Information Department***

The functions of the Information Department include:

- To organize public communication on the organization and operations of NA, NA Standing Committee, NA leadership, Ethnic Council, NA Committees;
- Carry out activities related to mass media, television and radio, publication, dissemination, education, design of publications, materials, study on the history of NA and NA museum.

The mandates of the Public Information Department include:

- Assist Chairman of ONA to carry out the tasks for a NA Speaker at NA sessions;
- Provide information for press and maintain close relation with mass media to provide regular and accurate information on the activities of NA, NASC, leadership of NA, Ethnic Council, NA Committees, NASC Commissions, ONA; responsible for organization of Press Center to serve NA activities and NA agencies; prepare press release on the sessions, meetings of NA, NASC, meetings of full-time MPs, Ethnic Council and NA Committees;
- Carry out the dissemination on NA activities; be responsible and coordinate with relevant agencies to organize a tour to visit NA headquarter and attendance to NA sessions; provide consultation to the leaders of ONA on the substance of panels, posters to disseminate important events of the country, of NA at ONA;
- Organize the management of radio, television broadcasting at NA offices to ensure good broadcast transmission on the meetings and sessions of NA, NASC, Ethnic Council, NA Committees for mass media;
- Organize the recordings and photographs, set up visual database on the activities of NA, NASC, meetings of full time PMs, Ethnic Council, NA Committees and NASC's Commissions to serve the public information and archive work;

- Coordinate with mass media to develop radio and TV programs on NA activities; act as focal point for development and operation of NA Television Channel;
- Organize administration for NA Portal; synthesize, manage and use the electric information arising during the activities of NA, NASC, Ethnic Council, NA Committees and NASC Commissions to disseminate information to the public via NA Portal;
- Organize the production of publications and proceedings for NA sessions; compile, design and disseminate the products and materials related to NA activities and results of NA and NASC sessions;
- Provide consultations to assist Chairman of ONA to manage the production of publications according to Rules on production of publications as issued by leaders of ONA;
- Collect, register, conduct inventory, preserve and display the photos and exhibits in NA traditional room, support ONA leadership to instruct the study, editing and issuance of publications related to NA history; and
- Develop database and IT application to effectively serve the dissemination, propaganda, broadcasting and study on NA history.

***Office of the National Assembly – Library Department***

**Readers and Information Dissemination Office**

- Organize reading rooms of the Library; organize the operations and preservation of document stockpiles of the Library;
- Organize survey, public opinion survey, statistics to support the reference demand of the NA agencies and MPs;
- Serve as focal point for reception and provision of information for NA sessions and between the two NA sessions as requested by NA Standing Committee, Ethnic Minority Council, NA Committees, and MPs;
- Collect, exploit and verify the information and reference documents to support NA sessions;
- Coordinate with other offices under NA Library to organize exhibitions, introduction of documents, publications and organization of conferences, workshops and dialogues for NA Library to provide information to MPs;
- Carry out library services for the readers; disseminate documents and references of NA Library; provide guidance on information navigation skills for readers; and
- Develop plan and monitor the Library activities; organize administrative works of the Library.

### Research Service Office

- Carry out research and compile reports and thematic information for the NASC, Ethnic Minority Council, NA Committees and MPs;
- Arrange translation of references related to legal documents of other countries for NA activities;
- Compile and publish documents and publications for NASC, Ethnic Minority Council, NA Committees and MPs;
- Administer [www.duthaoonline](http://www.duthaoonline) webpage to post the draft law, ordinances and resolutions as regulated by law;
- Coordinate the collection, verification of information and reference documents for NA sessions;
- Coordinate to organize conference, workshop and dialogue of NA Library;
- Coordinate to organize international cooperation in library and research services;
- Carry out other assignments as requested by leaders of ONA and NA Library;

### Library Professional Office

- Develop the plan for development of library reference sources; collect, complement and handle library documents and references;
- Collect, archive documents and publications produced by NA, NASC, Ethnic Minority Council, NA Committees to develop specialized collections for the readers;
- Label the documents and publications;
- Develop and administer the creation of digital database, exchange library items, inter-library library items;
- Coordinate the implementation of digital database and electronic documents for the development and operation of e-library;
- Coordinate the implementation of inter-library activities, exchange documents with local and foreign libraries as regulated by law; and
- Host and coordinate the development of bulletins, the list of documents and thematic publications.

### Digital Library

- Collect information from different sources and resources derived from NA, NA agencies to develop typical digital collections to serve MPs, public servants, civil servants and staff at ONA (including documents related to projects and draft documents; references for workshops and conferences; reports of mission coming back from abroad, publications, books etc.);
- Digitalize documents of the Library; handle the digital documents;
- Archive and preserve digital documents and materials;
- Develop electronic items and communication tools between the Library with readers to promote the dissemination of digital documents to the MPs, public servants, civil servants and staff of ONA;
- Organize and administer database and connect to use database for NA activities;

- Administer electronic information webpage of the Library; manage technological and multi-dimension equipment of the Library;
- Host and coordinate the organization of international cooperation activities of NA Library; and
- Prepare statistics of NA activities.

***Office of the National Assembly – Training Center for Elected Representatives Department***

The Training Center for Elected Representatives (TCER) is a departmental-level unit under Office of the National Assembly which has the functions to study, provide consultations and serve the MPs' Affairs Commission in the assistance to NA Standing Committee related to the exchange of experience, provision of knowledge and skills for elected members.

Established in 2004 according to Decision No.514/QD/VPQH dated November 10, 2004 of the Chairman of ONA, TCER is a division-level unit which was responsible for supporting the leaders of ONA to harmonize and organize the training courses for elected members. To facilitate TCER to better perform their duties, NASC issued Resolution 591/2008/NQ-UBTVQH12 on the upgrade the TCER to be a departmental level unit which directly supports the work of MPs' Affairs Commission.

Organizational structure of TCER:

There are 11 staff members including one Director, one Advisor, two Vice Directors and 7 staff. In addition, there are also two part-time Vice Directors.

The staff of Center is divided into 2 groups:

- Professional group: to develop training programs; organize training workshops for elected members; maintain and develop a network of keynote speakers; evaluate the quality of training and carry out other tasks.
- Information and cooperation group: to develop the website of the Center; manage documents for knowledge provision for elected members, compile and print publications for elected members carry out international cooperation as assigned by leaders of the Center.

Professional activities

In order to serve MP's Affairs Commission in the support to NASC to exchange the experiences, provide training and knowledge for elected members, the Center has implemented the following:

- Formulate and organize training and refresher courses as planned according to training program approved;
- Develop a group of lecturers for the Center, coordinate with local and foreign training units related to the research and training for elected members;
- Act as focal point, compile, and review and issue training textbooks and materials for elected members;
- Maintain and develop website of the Center to serve the training for elected members, carry out distance training for elected members; and
- Sum-up and evaluate the quality of training for elected members and carry out other tasks within the functions and duties of the Center.

The Center has conducted survey, study and evaluation of diversified training activities such as the organization of training workshops, dialogues to share the experiences under appropriate substances and methods. At the same time, the Center actively identifies the specific forms and methods for training, combining different forms and methods for each activity.

The training activities focus on the share of opinions, interaction and feedback between lecturers and participants. In each course, 2/3 of time is spent for discussion, group discussion, role play and case study. The Center has set up a network of collaborators including MPs, members of People's Council, scientists, professors and research institutes. The Center has regularly organized training for trainers (TOT) to update teaching methods and substances.

### ***Institute for Legislative Studies***

The Institute for Legislative Studies (ILS) of the National Assembly Standing Committee ('the ILS') is Vietnam's national leading authority on legislative studies. The Institute is an organization established by the National Assembly Standing Committee of the Socialist Republic of Vietnam by Resolution No.614/2008/UBTVQH12 on 29 April 2008. Earlier, Resolution No.48-NQ/TW dated 24/5/2005 issued by the Party Politburo on *the legal system development strategy until 2020* set out the task to establish the Institute for Legislative Studies of the National Assembly, regarded as an important solution to improve the operational quality of the National Assembly.

### **Organizational structure**

The Institute for Legislative Studies is led by the President and Vice Presidents. The organizational structure of the ILS embraces Scientific Research Centre, Scientific Information Centre, and Department for General Affairs. The detailed mandates and tasks of organizational units under the Institute for Legislative Studies shall be decided by the President of the Institute.

### **Mission statement**

The ILS is dedicated to conduct fundamental researches on theoretical and practical issues related to the organization and operation of the National Assembly for the formation of orientation to renovate the organization and operational method of the National Assembly; to organize scientific

information to support the exercise of the powers and tasks of the National Assembly, Organs of the National Assembly and Deputies to the National Assembly;

1. The ILS is to conduct applied researches on issues related to constitution-making and law-making activities; decisions over important questions of the country; supreme oversight activities based on the needs of realities and the needs from organs of the National Assembly; National Assembly Deputies to support the exercise of powers and tasks of National Assembly Organs and National Assembly Deputies;
2. The ILS is to build a database of scientific information related to the exercise of the functions by the National Assembly, National Assembly Organs and National Assembly Deputies; to implement and coordinate the implementation of the dissemination and application of research findings in support of the activities of the National Assembly, National Assembly Organs and National Assembly Deputies; to act as focal point in collecting, selecting, effectively disseminating and applying research findings of domestic and foreign research institutions for the renovation of the organization and operation of the National Assembly;
3. Furthermore, the ILS shall cooperate with domestic and foreign research organizations on issues related to the organization and operation of the National Assembly; to build, maintain, nurture, and enlarge a network of influential and knowledgeable experts, scientists, and researchers, to participate in researches and organize scientific information;
4. The ILS shall organize scientific researches and manage scientific researches among Organs of the National Assembly, the National Assembly Standing Committee, and Office of the National Assembly;
5. The ILS shall conduct other tasks assigned by the National Assembly Standing Committee and leadership of the National Assembly.

# People's Petition and Complaints Commission

NATIONAL ASSEMBLY STANDING  
COMMITTEE  
\*\*\*\*\*

SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness  
\*\*\*\*\*

No.: 370/2003/NQ-UBTVQH11

Hanoi March 17, 2003

## RESOLUTION

### ON ESTABLISHMENT OF PEOPLE'S PETITION AND COMPLAINT COMMISSION

#### NATIONAL ASSEMBLY STANDING COMMITTEE

*To support National Assembly Standing Committee (NASC) in carrying out the functions and duties related people's petitions as regulated by law; Considering the request of Chairman of Office of National Assembly at his report No. 1453a/VPQH dated October 1<sup>st</sup> 2002 on the establishment of People's Petition and Complaints Commission;*

#### RESOLUTES:

**Article 1.** Establishment of *People's Petition and Complaints Commission*.

*People's Petition and Complaints Commission* is a professional agency under NASC which supports NASC on people's petitions and complaint issues.

**Article 2.** *People's Petition and Complaints Commission* has following duties and authorities:

1. Receive citizens and organize the reception of citizen when they come to NA, NASC; coordinate with relevant agencies, MP delegations to receive the citizens who come for making proposals or complaints/denunciation to the NA and NA agencies during NA sessions;
2. Receive, handle, monitor and urge the handling of presented proposals, complaints and denunciation of the citizens to the NA, NASC; support NASC to monitor the implementation of legislation related to complains and denunciation;
3. Support NASC to coordinate with Central Committee of Vietnam Fatherland Front to summarize constituents' comments and proposals through the MP's meetings with voters. Summary and report to NASC the results of the handling of comments and proposals presented by constituents and results on the implementation of the issues that persons who were questioned during NA hearing sessions promised to look through and taking action;
4. Summarize the status of complaints and the results of the monitoring of the handling with complaints and denunciation and periodically report to NASC in accordance with the Operational Rule of NASC and Operational Rule of NA sessions;
5. Support NASC to provide guidance to MPs and MP delegations to carry out people's petition issues; study and propose NASC the issues related to policies, and laws issued by the Party and State through people's petition issues;
6. Carry out other tasks as assigned by NASC.

**Article 3.** *People's Petition and Complaints Commission* include a Director, Vice Directors and People's Petition and Complaint Department as support unit.



The organization and duties of the People's Petition and Complaint Department will be regulated by the Director of the *People's Petition and Complaints Commission* in coordination with Chairman of ONA.

**Article 4.** Director, Vice Directors of *People's Petition and Complaints Commission* will be appointed, dismissed or sacked by the NASC. The Director of the Commission will be responsible to the NASC for its work.

Director of *People's Petition and Complaints Commission* will have following duties and authorities:

1. Organize and operate the Commission as per mandates and duties assigned;
2. Work under the instruction of NASC, Chairman of NA; keep contact with Standing Office of Ethnic Minority Council, Standing Office of NA Committees, ONA, MP delegations and other agencies in relation to people's petition issues.
3. Act on behalf of the Commission in the relation with relevant agencies and organizations;
4. Carry out other tasks as assigned by NASC.

Vice Directors assist the Director to carry out the tasks as assigned by the Director. When the Director is not in the office, one Vice Director will be authorized to carry out the tasks as assigned by the Director.

**Article 5.** *People's Petition and Complaints Commission* has its stamp as regulated.

The operational cost of the Commission is included in the NA activities budget; the infrastructure and working conditions are ensured by ONA.

**Article 6.** Director of *People's Petition and Complaints Commission* and Chairman of ONA will be responsible for implementation of this Resolution.

**Nguyen Van An**

(signed)